

REPRESENTATIONAL ALLOWANCE GUIDELINES

8115 Account Code (8115 Restricted Fund) This entertainment code is for direct conduct of university business or interests.

Examples:

Open House

Receptions

Retreats

Staff Recruiting – Meals or Receptions

Sympathy, Thank you or Holiday Cards

Water, Coffee, Tea, Sodas

Events at Private Homes

Plasticware, Paper Plates, Cups

Regular Business Meetings

Taking visitors or guest speakers to dinner

3008/4008 Account Codes For entertainment type expenses not required to be charged to representational account (8115). These are treated and documented the same as 8115 expenses however.

3008 (3018 Restricted Fund) is used for catered events

4008 (4018 Restricted Fund) is used for commodities like groceries. Small tokens of appreciation (*less than \$25*) such as a plaque may be charged to 4008 (4018 Restricted Fund).

Examples:

Advisory Council Meetings

Conferences – need to provide agenda & list of attendees

Special University Events

Dept Meeting for Specific Purposes (non-recurring)

Elder programs

Faculty Convocation or Orientation

Honors Program

Merit Awards or Presentations

Resident Advisory Housing Meeting

Rural AK Honors Institute/Upward Bound

Seminars

Student Recruitment Activities

Summer Arts Program

Training Sessions – need to provide agenda & list of attendees

Workshops – need to provide agenda & list of attendees

Commencements

Work sessions where participants are required to work through the meal period – need to provide agenda & list of attendees

Student services programs

3038 Account Code is used for catered fundraising events. This does not include thank you dinners for donors.

4038 Account Code is used for self-catered fundraising events.

Per University regulation, all expenses over \$25 require an invoice. Per Statewide Accounting Manual, entertainment expenses cannot be reimbursed or paid from petty cash.

Restricted funds are governed by the grant or contract and may vary from state and university regulations.

*** Please remember, per Board of Regents regulations, Fund 1 money can *NEVER* pay for alcohol or alcohol related charges such as bartenders, liquor licenses and such.

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